

2.5.1 REST PERIOD

POLICY GOAL

To ensure that staffing requirements under the Education and Care Services National Regulations 2018 are maintained during children’s rest periods and staff rest pauses. To ensure that care and supervision being provided to children is not diminished during a Rest Period and that children are continued to be provided with a safe, secure environment.

RATIONALE

Under the Education and Care Services Act 2013 there is a provision to alter staffing for up to 2hrs per day for the purpose of relieving educator lunch breaks.

“Education and Care Services Act 2013 Part 4 Conduct of QEC approved services Subdivision 112 Rest Periods”

IMPLEMENTATION

REST PERIODS

- Where a services is eligible to continue with a Rest Period Condition as per the requirements under the National Regulations services must comply with at least the staffing arrangements listed below. As per Education and Care Services Act 2013.

Educator-to-child ratios during children’s rest periods

Table 7 shows the number of children that an educator can care for during a rest period and the number of children each additional educator can care for. See Regulation 46–48 for more information and additional requirements.

Ages of children	Educator-to-child-ratio	Additional educator-to-child ratio
2 years to 3 years	1:12	1:6
2.5 years to 3 years	1:16	1:8
3 years to 12 years	1:24	1:12

Ratios during staff rest pauses

Educator-to-child ratios can be met during staff rest pauses if:

- rest pauses are not longer than 10 minutes
 - an educator has not already been absent on two rest pauses on the same day
 - the educator does not take a rest pause in a rest period
 - another educator is present and able to immediately attend to children, if required (may be the same educator on rest pause)
 - only one educator required to meet the educator-to-child ratio for the service is absent on the rest pause.
- The number of additional staff members or volunteers must be able to attend to groups of children immediately as per the National Regulations Division 4 Transitional Arrangements.
 - In rooms where children are under 24mths of age the number of educators required to care for children will remain the same as required under the National Regulations and will not be reduced.
 - In the event of an emergency evacuation during a rest period the additional staff members or volunteers assigned to groups must assist in the safe evacuation of children from the service.
 - Strong communication must be maintained during Rest Periods so that additional staff and volunteers are able to support rooms as needs arise, these additional staff should be active in monitoring the safety and supervision of rooms where staffing is reduced.

REST PAUSES

- Educators may take a rest pause only if;
 - The break is not more than 10mins
 - The educator on the rest pause, or another educator not working with children is able to immediately attend to children if required; and
 - They have not already had more than 1 rest pause that day already; and
- Only one educator may be on a rest pause at any one time, if an educator goes to take a rest pause and there is another educator on a rest pause they must return to working directly with children and take the rest pause at a later time.
- During the rest pause, educators must not leave the centre and the rest pauses may not be consecutive.
- Rest pauses may not be taken during an allocated REST PERIOD.

COMMUNICATION AND CONSULTATION

- Educators must record rest pauses taken on timesheets.
- When educators are not working with children due to being on a rest pause or during a rest period they must display this in a location easily visible to families.
- Educators and Families will have access to this policy at all times.
- Educators and families will be provided with opportunities to be involved in the review of this policy.

SCOPE AND ENFORCEMENT

The Failure of any person to comply with this policy in its entirety may lead to;

- Performance Management of an employee which may lead to Termination

RECOGNISED AUTHORITIES AND DOCUMENTS WHICH GUIDE POLICY

- *“Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2013”*
- *“Guide to the National Quality Standard 2018”*, Australian Children’s Education and Care Quality Authority
- *“Education and Care Services National Regulations”*

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